



**HSS Staff Association Agenda
Wednesday February 22nd, 2017
S05074-History Center
9:00am-10:30am
Agenda**

Present:

Amy Redd	Communication
Susanne Rothery	Communication
Ellen Lahtinen	CCM
Rhonda Nemeth	English
Barbara Witt	English
Marsha Powell	Foreign Languages
Mark Seah	History/Philosophy
Cherie Miller	Interdisciplinary Studies
Linda Caudell	PSIA
Clara Ginn	PSIA
Natalia Meneses	MSIPM
Nicole Serpico	Psychology
Shari Sheridan	Sociology and Criminal Justice
Melissa Castelbuono	Dean's Office
Ashlee Clark	Dean's Office
Laurel Lowe	Dean's Office
Kacy Martin	Dean's Office
Tiffani Reardon	Dean's Office
Ana Sahasrabudhe	Dean's Office

Dean's Office Task

Admin Task

Policy Info

This meeting started at 9:00a.m.

I. Verba-Collect training – Justin Johnson and Catherine Chesser (KSU

Bookstore)

- Guests were unable to attend.

II. Candidate Travel, Travel, and P-card Information

- Ms. Ashlee Clark sent out a handout regarding steps to follow for candidate travel.
- Candidates need to choose the most economical flights and should not rent cars.
- Staff should not use p-card to hold a room for a candidate.
- Uber is an economical option for airport transportation (approx. \$36). The candidate will need to submit a receipt. We cannot reimburse tip if it is not on the receipt.
- Fly America Act stipulates that faculty cannot fly on airlines that are not American owned or affiliated. If none are available and they have documentation, then they can fly on alternate airlines.
- Faculty should add registration fee to initial travel request in Concur so money is encumbered. Even if the registration fee will be paid for with a P-card.
- Faculty will need to provide screenshots of flight comparisons if they plan on saying longer for personal reasons. Faculty will be responsible for paying for cost difference and will have to book outside of Concur.
- KSU is planning to reduce p-cards on-campus. We will be getting rid of 6 cards in our college. Staff will be contacted with more information about when to stop using their cards.

III. Staff Senate

- Ms. Ashlee Clark indicated that there are no representatives from CHSS on the Staff Senate due to an issue with elections last year. We should have staff attend the next 3 General Meetings. There are many issues that we should be aware of including parking, healthcare costs, non-exempt status changes, and holiday break changes.

IV. Parking

- Ms. Natalia Meneses heard that the new parking costs could be as high as 4 times what we are paying now. Staff need to have our voices heard on this issue since paying \$100 per month for parking will create a hardship for many staff. **Ms. Natalia Meneses will draft a letter for Dean Dorff to review.** Once approved it will be circulated to staff.

V. Owl Pay

- Ms. Ana Sahasrabudhe advised the staff to use more specific information in the “Request Title” field in OwlPay, such as, name of event and date.

VI. Staff Annual Reviews

- Staff Annual Reviews are due to the Dean’s office on April 1, 2017.

VII. Miscellaneous

- Ms. Cherie Miller informed staff that we will be moving from Banner to Ad Astra starting with Summer 2018 class scheduling. Ad Astra will pull course information from previous year so admins will only need to make minor adjustments to class days/times and instructors. Ad Astra will also

allow you to create profiles for faculty indicating their preferences for teaching.

The meeting was adjourned at 9:35am with no further business.